



NORTH CAROLINA AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY MOS: Purchasing Agent 6C0XX PSN #: 0077812434	RANK/GRADE: NTE TSgt/E-6	<input checked="" type="checkbox"/> NATIONWIDE <input type="checkbox"/> NCANG MEMBERS ONLY <input type="checkbox"/> ON BOARD AGR ONLY	ANNOUNCEMENT #: ANG-AGR 2014-21
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UNIT, LOCATION, POC:
145 MSG, Charlotte, NC

OPENS: 26 September 2014 CLOSES: 27 October 2014

POC: Col Barbara Doncaster barbara.doncaster@ang.af.mil
704.391.4124 DSN: 231.4124

PRINCIPAL DUTIES AND RESPONSIBILITIES: -- Purchases a variety of goods and services in support of Air National Guard requirements. Inputs data via PD2 to update vendor, stock item, accounting data, names and address files. Inputs information into PD2 for various acquisition reports. Is knowledgeable of and applies a wide variety of acquisition laws, regulations and policies to purchases. Selects and determines mandatory and optional provisions and contract clauses to include reference in Request for Quotation and Purchase Order documents. Inputs and consolidates purchase request for eventual award action. Prepares and prints buyer worksheet, Request for Quotation, and award documents. Prepares and issues synopsis in the Federal Business Opportunities (FBO) as required. Screens requests for procurement of supplies and services to determine type of procurement action required. Determines if purchase requests from requiring activities are adequate and sufficient for purchase and if small business/small purchase set-aside is appropriate. Requests cover a wide range of property classes such as photographic, chemicals, fuel, automated data processing equipment (ADPE) software and supplies, clothing subsistence, furniture, building materials, electronic equipment, vehicle and aircraft parts, medical and communications equipment, locally manufactured items and specialized military specification (MIL-SPEC) items. This includes both stock listed and non-stock listed items. Request for non-personal services will be reviewed to ascertain the need for a wage determination from the Department of Labor. Researches publications to determine if items are available through preferred supply sources such as Federal Supply Schedules (FSS), Federal Prison Industries, Blind and Severely Handicapped, small business set-aside or other specified sources of supply. Items are frequently covered by government specification or detailed description. Sources of supply may be outside the local area due to geographically separated units (GSUs) and unique characteristics of the items. Arranges for manufacture of special design items to meet urgent need when an item is not available within required time frame through normal suppliers. - Selects method of purchase (e.g. Imprest Fund Transaction, Credit Card Transaction, Blanket Purchase Agreement, Call, or Purchase Order). Applies Buy America Act evaluation criteria to small purchases. Issues delivery orders against FSSs and indefinite delivery contracts. Ensures compliance with socioeconomic goals established by regulatory agencies. Prepares Request for Proposals (RFPs), Request for Quotations (RFQs), Invitation for Bids (IFBs) and selects sources in purchasing items or services. Evaluates and conducts price analysis of each response to solicitation taking all factors into consideration including prices, transportation, handling charges, delivery dates, quality of products and discount rates in making award decisions. Analyzes lease-verses purchase alternatives. Documents reasons for awarding to other than lowest priced quotation and makes determinations that the price is fair and reasonable when there is only one quotation. -- Negotiates for services such as copier, computer and aircraft maintenance, billeting, dry cleaning and laundry, food service, etc. Discusses with potential suppliers matters of price, discounts, and delivery provisions. Explains and confers on tailor-made contract clauses, specifications, purchase descriptions and other special requirements. Conducts cost analysis to develop small purchase negotiation objectives. -- Contacts users to clarify requirements or to suggest substitutes, or suppliers to give and receive information about new items, new supply sources, prices, and item availability; explain specific requirements, regulations and procedures; obtain essential items or services within short deadlines; and question price quotations which appear to be unreasonable. Determines the need for and establishes Blanket Purchase Agreements (BPAs). Determines mandatory and optional provisions and contract provisions and clauses to be included in BPAs and conducts reviews. -- Evaluates vendors progress towards meeting small purchase delivery and performance requirements. Identifies failures in compliance with contract provisions in small purchase. Notifies small purchase vendors of delinquencies or quality deficiencies. Determines need and prepares and issues cure notices for small purchases. Evaluates adequacy of contractor responses to cure notices. Cancels small purchases prior to performance. Issues terminations of small purchase orders citing the appropriate authority clause. Maintains and closes out purchase order files. -- Monitors work in progress, maintains surveillance on the status of work, makes day-to-day adjustments to work assignments in accordance with priorities, coordinates on special program requirements, and advises supervisor as to the status of assigned work, performance, and training needs. Exercises a warrant not to exceed the small purchase limitation on single purchases and an unlimited amount for delivery orders. As PD2 systems administrator, directs, performs, and monitors the operation and maintenance of the system. Advises the Contracting Branch Chief on

system technical matters. Analyzes system outputs to evaluate data flow and reporting integrity. Obtains contractual data from the system for local and regional contract statistical reporting purposes, such as processing the monthly and individual procurement action reports and ensuring data accuracy for transmittal to the US Property and Fiscal Office (USPFO). Implements procedures to close out and archive purchasing and contracting actions. Performs continuous system backups of both operating system data and PD2 data on a daily, weekly, and monthly basis to assure accuracy and timeliness of data in the event of equipment failure. Trains field and office employees in the operation and maintenance of system equipment. Develops and maintains a variety of user training information such as step-by-step procedures for use in new programs, patterns control operator manual, system recovery manual, standard operating procedures (SOPs), and updates as required. Provides detailed PD2 system application training to new systems users to include both small purchase buyers as well as contract specialists. Discusses training needs with supervisors and users to determine level of training needed and develops individual training programs as required. Evaluates progress and the need for additional training. Identifies the cause of and means of recovery from operational failures. Researches and resolves hardware, software and application program problems working with user and/or SSC/SMLC. Performs interface processing with other interrelated application programs such as the Accounting and Finance and Supply Interface systems. Troubleshoots problems that periodically arise in connection with these interrelated application programs. Loads program updates as received to ensure system enhancements are current. Performs administrative utilities management as required to update the database in connection with current vendor information, accounting data, access security, Federal Stock Class (FSC)/buyer and address maintenance. Determines and sets system defaults through the administrative utility function. Adds and/or deletes both system users and systems peripherals. Performs other duties as assigned.

QUALIFICATIONS: Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of basic computer applications, audit procedures, policies, laws, and directives governing purchasing and contingency contracting policies and procedures.

TRAINING REQUIREMENT: The 6C0X1 Contracting AFSC series requires successful completion of APDP Level I and Level II mandatory training courses. Level I courses include Contracting Fundamentals and Contract Pricing and 24 semester hours of business related subjects, such as accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management. Level II courses consist of Intermediate Contracting, Intermediate Contract Administration, Intermediate Contract Pricing, and Government Contract Law. Selected applicant will have only 18 months in which to complete APDP Level I requirements if not already completed. Selected applicant will have 18 months to complete APDP Level II requirements after completion of Level I. Documentation for any completed courses is to be submitted with application.

Training. The following training is mandatory for award of the AFSC indicated:

6C031. Completion of the apprentice contracting specialist course.

6C051. Achievement of Level I Certification in contracting under the Acquisition Professional Development Program and completion of Defense Acquisition University (DAU) Contingency Contracting Course (CON 234).

Experience. The following experience is mandatory for award of the AFSC indicated: 6C051. Qualification in and possession of AFSC 6C031. Also, experience in functions such as assisting and performing duties involved in simplified acquisition procedures, negotiations, and other approved methods.

6C071. Qualification in and possession of AFSC 6C051. Also, experience in contracting for commodities, services, construction, and contract administration. Ability to perform Contingency Contracting Officer (CCO) duties.

6C091. Qualification in and possession of AFSC 6C071. The following are mandatory as indicated: For entry into this specialty: Ability to communicate effectively in writing. See attachment 4 for additional entry requirements.

For entry, award, and retention of these AFSCs: Ability to speak distinctly. Never been convicted by court-martial or never have received non-judicial punishment for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property or financial irresponsibility. Never been convicted by a civilian court of a Category 1, 2, or 3 offense, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying. *NOTE:* Categories of offenses are described and listed in AFI 36-2002, *Regular Air Force and Special Category Accessions*, Uniform Guide List of Typical Offenses.

For award and retention of these AFSCs, must maintain an Air Force Network License according to AFI 33-115, Vol 2, *Licensing Network Users and Certifying Network Professionals*.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

Member must remain in the position to which initially assigned for a minimum of 24 months.

Application Packages must include the following:

- (1) NGB Form 34-1 (dated 11 Nov 2013)
- (2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.
- (3) vMPF RIP. Must be no more than 60 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MILPDS will not be accepted. All information to qualify you for an AGR Tour must be present within your RIP. If there is a system limitation causing your record to be incorrect, you must include the official supporting source document with your package. Pen/ink corrections on RIP could disqualify package
- (4) ASVAB Scores and PULHES: AF Form 422 (Obtain from 145 MDG). Must comply with ASVAB and PULHES criteria as listed in AFECDD.

Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.

Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

Airmen determined physically qualified for continued military service IAW AFI 48-123, *Medical Examinations and Standards*, by the State Air Surgeon (or designated representative) or Military Entrance Processing Station (MEPS) may enter on AGR duty immediately.

- (5) Dental Classification: 1 or 2 (Obtain current SF 603A from 145 MDG)
- (6) Must have adjudicated Security Clearance before starting tour.
- (7) Submit as one attachment.

PLEASE READ DISCLAIMER: Do not submit other documents unless specifically asked for in the announcement.

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents

EMAIL APPLICATIONS TO: 145fss.fulltimejobapplications@ang.af.mil Applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.